



Sean Rogan
Executive Director

**HOUSING AUTHORITY
of the County of Los Angeles**

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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

January 05, 2016

The Honorable Board of Commissioners
Housing Authority of the
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

1-H January 5, 2016


PATRICK OZAWA
ACTING EXECUTIVE OFFICER

Dear Commissioners:

**AMENDMENT TO INCREASE PEST CONTROL SERVICES CONTRACT AMOUNT
(ALL DISTRICTS) (3 VOTE)**

SUBJECT

This letter recommends approval of an amendment to the Housing Authority's existing contract with Stanley Pest Control Services, Inc., to increase the annual amount by \$100,000, to a total of \$200,000 for pest control services.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the approval of an amendment to the existing contract for pest control services is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.
2. Authorize the Executive Director or his designee to amend the contract with Stanley Pest Control Services Inc., to increase the annual amount by \$100,000, to a total of \$200,000 for pest control services.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On July 1, 2013, the Housing Authority entered into a one-year contract with Stanley Pest Control Services, Inc., for pest control services, with the option to extend up to two additional years. The contract did not require Board approval during the first two years because each year the contract was within the Executive Director's delegated authority of \$100,000.

Due to an unanticipated increase in pest infestations resulting in a need for additional services, the

\$100,000 for the third year is nearly exhausted. Therefore, the Housing Authority is seeking authority to increase the amount of the contract by \$100,000 to a total of \$200,000 for the third year.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund.

The additional \$100,000 for the remainder of the third and final year of the contract will be comprised of Housing Authority funds included in the Housing Authority's approved Fiscal Year 2015-2016 budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Stanley Pest Control Services, Inc., will provide monthly standardized pest control services, and as needed services for 68 public and affordable housing developments within the County of Los Angeles.

The proposed services are being primarily federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Greater Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Stanley Pest Control Services, Inc. must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

On December 16, 2015, the Housing Commission recommended approval of the proposed amendment.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment.

The activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On May 29, 2013, the original Invitation for Bids (IFB) process was initiated to identify pest control service providers. The Housing Authority's vendor list was used to email out notices to 43 vendors and an announcement was also posted in the County's WebVen website. A copy of the IFB was posted on the Housing Authority's website.

Four bids were received by the submission deadline of May 29, 2013. Two of the four bids were determined non-responsive. The non-responsive bidders did not follow the format delineated in the Invitation for Bids Package.

Active Pest Control submitted the lowest responsive bid and was awarded the primary contract.

Stanley Pest Control Services, Inc., was the second lowest bidder and was awarded a contract only to be used as a back-up contractor. After the first year of services, Active Pest Control did not agree to an amendment to perform services for an additional year under the originally agreed upon rate. Therefore, on July 1, 2014, Stanley Pest Control Services, Inc., became the sole contractor to provide pest control services to the Housing Authority.

The Summary of Outreach Activities is provided as Attachment A.

On December 16, 2015, the Housing Commission recommended approval of the amendment. As this is the third and final year of the existing contract, a new procurement process for pest control services will start in January 2016.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed amendment to the Contract will allow the Housing Authority to continue providing pest control services at 68 public and affordable housing developments.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sean Rogan", followed by a horizontal line.

SEAN ROGAN

Executive Director

SR:MF:ng

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Pest Control Services

Beginning on May 10, 2013, the following outreach was initiated to identify qualified contractors to provide pest control services to the Housing Authority.

A. **Announcement**

The solicitation Notice was posted on the Housing Authority's website and the County WebVen for 19 days.

B. **Distribution of Notices**

The Housing Authority's vendor list was used to email out notices to seventeen vendors. The solicitation package was downloaded 40 times.

C. **Bid Results**

The bid amounts do not include optional services. On May 29, 2013, four bids were received, two bids were determine non-responsive and the following two bids were determined responsive and responsible:

<u>Bidders</u>	<u>Bid Amounts</u>
Active Pest Control	\$69,252.00
Stanley Pest Control	\$79,284.00

Active Pest Control was awarded a contract. Stanley Pest Control was also awarded a contract to be used only in the event that the primary contractor did not provide the services in a satisfactory manner to the Housing Authority as described in the Statement of Work.

D. **Minority/Women Participation – Selected Agency Primary**

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Active Pest Control	Minority	Total: 6 4 (67%) Minorities 0 (0%) Non-Minority 2 (34%) Women

E. Minority/Women Participation – Selected Agency Back-up

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Stanley Pest Control	Non-Minority	Total: 18
		11 (62%) Minorities
		4 (23%) Non-Minority
		3 (17%) Women

The Housing Authority conducts ongoing outreach to encourage participation by minorities and women in the contract award process, including: providing information at local and national conferences, expos and vendor fairs, and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Contracts is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.